



Mortgage Banker/Broker Branch Application

Instructions

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Read the following carefully before you complete this form

A licensee wishing to establish one or more locations in addition to the principal place of business shall first obtain a branch office license. If requesting permission for several branch locations, use a separate application and verification form for each location.

Licensee must designate a person for each branch to oversee the operation of that office. Such person may oversee more than one branch.

Enclose all of the items TOGETHER be sure that all required original information in the application is completed prior to your submission. The branch application is only complete if the verification is signed, notarized and attached.

This Department does not make copies or notarize documents.

The application fee for each location must accompany the original application. **Application fees are non-refundable and are listed below.** Include the prorated license fee with the application to expedite the process. To determine the prorated license fee, refer to your license type; look under the column for the month of the application. In addition you will be required to pay an annual renewal fee for each branch license.

License Type	Application Fee	Plus - Prorated License Fees			
		Jan/Feb/Mar	Apr/May/June	July/Aug/Sept	Oct/Nov/Dec
Commercial Mortgage Banker	\$500.00	\$62.50	\$250.00	\$187.50	\$125.00
Mortgage Banker	\$500.00	\$62.50	\$250.00	\$187.50	\$125.00
Mortgage Broker	\$250.00	\$150.00	\$100.00	\$50.00	\$200.00

Renewal: Any branch license issued on or prior to your renewal expiration date (Bankers 3/31 Brokers 9/30) must renew or it will be closed. If your branch application has not been processed on or before the renewal expiration date, then the fee required will automatically jump up to the fee amount for the next quarter. Hence, you will be required to submit the additional remaining amount to equal the current prorated license fee and will need to attach a copy of the original application with a cover letter stating that the attached license fee is the additional prorated amount due.

Make check payable to the, **Arizona Department of Financial Institutions or AZDFI** and drop off or mail to **2910 North 44th Street, Suite 310, Phoenix, AZ 85018**. The Department will not accept credit or debit cards or an electronic submission of this application. Please submit one (1) check for both the (total number of) application(s) and license(s) fee.



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Type or legibly print all information.

To the Superintendent of Financial Institutions:

1. Principal Licensed Location Information (found on principal license):

License Type:		Principal Arizona License Number:	
Exact Name of Licensee:			
Exact DBA / Trade name if applicable:			
Address on your "Principal" license:			
City:		State:	Zip Code:
Telephone Number: () - ext.	Fax Number: () -	Toll Free Number: () -	

2. Hereby request permission to establish a branch office at the following location:

Designated Branch Manager (Overseer or Contact Person):		Branch Location Type (check one) <input type="checkbox"/> *Commercial <input type="checkbox"/> Residential	
Address Line 1:			
Address Line 2:			
City:		State:	Zip Code:
Telephone Number: () - ext.	Fax Number: () -	Toll Free Number: () -	

3. Individual to contact regarding the processing of this branch:

Name:		Title:	
Address:			
City:		State:	Zip Code:
Direct Telephone Number & Extension: () - ext.	Fax Number: () -	Toll Free Number: () -	

4. Authorized Individual: I hereby certify that to the best of my knowledge, this application contains no misrepresentations or omissions of material facts. An Owner/Officer/Member on file with our Department must sign this form.

Print Name & Title:		
Signature:		
Direct Telephone Number & Extension: () - ext.	Fax Number: () -	Toll Free Number: () -

Checklist for Branch Compliance**The following items must be attached to this completed form:**

- ☐ Completed Application (1 through 4) Only the completed original signed application will be accepted.
- ☐ The original signed and notarized branch verification.
- ☐ Application Fee
- ☐ Prorated Licensing Fee

Did you make & keep a copy for your records?



Mortgage Banker/Broker Branch Application

Branch Verification

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Attention: Mortgage Banker / Brokers

Branch Verification Required for all Branch Locations

A.R.S. §§ 6-903(O) and 6-944(A) state, in pertinent part, that a mortgage broker license and a mortgage banker license are “**not transferable or assignable**” without the prior written consent of the superintendent.

Engaging in any of the activities listed below, commonly referred to as “net branching,” can result in the Department taking regulatory enforcement action up to and including license revocation and the imposition of a civil money penalty of not more than **five thousand dollars (\$5,000.00)** for each violation for each day. **THIS IS NOT AN EXHAUSTIVE LIST.**

- **DON'T** transfer or assign your mortgage broker or banker license to “branch managers” or “owners.”
- **DON'T** require branch managers to pay for branch start up costs, including, but not limited to, the cost of branch office licenses, bank account deposits, background checks, accounting fees, HUD license fees, security deposits, training, payroll fees, and loan software fees.
- **DON'T** require branch managers to sign agreements to pay monthly fees for using your license.
- **DON'T** fail to assume responsibility and liability for branch office leases that are rightfully your responsibility. You or your designated officers should sign rent and equipment leases, not branch managers.
- **DON'T** fail to assume the responsibility and liability for branch office equipment leases that are rightfully your responsibility. Branch managers should not sign these leases.
- **DON'T** fail to assume the responsibility and liability for utilities, office supplies and equipment, appraisals, alarm equipment, and any other bills incurred by branches. Bills, utilities, and invoices should be in licensee’s name.
- **DON'T** inform the Better Business Bureau that your branches are independent.
- **DON'T** fail to account for all branch income and expenses on tax returns and on financial statements.
- **DON'T** fail to maintain physical access to your branches at all times.
- **DON'T** fail to maintain control over the payment of your branch expenses.
- **DON'T** fail to maintain a uniform settlement service fee structure among all of your branch offices. Borrowers should be able to pay the same fees at any office. You should not allow branch managers to set their own fee structure.
- **DON'T** pay W-2 income to companies owned by branch managers in an attempt to evade taxes.
- **DON'T** fail to employ practices and procedures consistent with all HUD guidelines.
- **DON'T** fail to maintain control over branch bank accounts or allow branch managers to write payroll checks and reimburse themselves for expenses.



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Branch Verification Required for all Branch Locations (continued)

For more information, please access www.hudclips.org and click on “Access HUD Letters and Notices from past years” to read, among other things, Mortgagee Letter 00-15, which addresses “Prohibited Branch Arrangements.”

AFFIDAVIT

Must be Signed & Notarized

STATE OF _____)ss

COUNTY OF _____

I, (print name and title) _____ as an Officer of the licensed entity, officially state that the attached branch application is in compliance with A.R.S. §§ 6-903(O) and 6-944(A) above and that this license will not be transferred or assigned without the prior written consent of the superintendent.

(Date)

(Officer's Signature)

Notarization Of Signature

Subscribed and sworn to before me this _____ day of _____ 20 _____

My commission expires:

(Notary Public)